SERVICE LOCATION REFERENCE GUIDE

Ohio | **Office of Budget and Management**

Mike DeWine, Governor
Jon Husted, Lt. Governor

Kimberly Murnieks, Director

Service Location is an OAKS ChartField that captures the location where the good or service is received. Similar to deciding which expense account code to use for a particular transaction, assigning a service location requires judgment by the agency. This document is intended to be a guide to help fiscal teams determine which service location code to use for specific transactions if not already using the Service Location ChartField on accounts payable transactions.

Ohio's 88 Counties

Unless the agency is currently using Service Location at a lower level than County, transactions should be assigned the Service Location code for the County where the good or service is received. Below are some examples for County service locations.

Example	Example	Example	Example	Example
A construction company that is headquartered in Toledo is under contract to provide renovations at the Department of Agriculture buildings in Reynoldsburg. The Service Location for transactions should be Franklin County because that is the location where the services take place.	The Ohio Lottery Commission pays an IT developer in Florida to code software for use in Cleveland, the Service Location is Cuyahoga County because that is where the product is received.	The Department of Natural Resources purchases lawnmowing equipment from a company in Portsmouth for Cowan Lake State Park. The Service Location is Clinton County because that is the location of Cowan Lake State Park.	The Department of Job and Family Services purchases a chair for an office in the Rhodes Tower. The Service Location is Franklin County.	The Environmental Protection Agency contracts with Ohio University to research and map lead pipes in Mercer County. The Service Location is Mercer County.

Statewide or Outside of Ohio

Agencies should determine Service Location in a manner that favors identifying a single Ohio county for a transaction, however there are many transactions that do not fit neatly into one county Service Location. Subsidy payments that target a region or multi-county area should use the service location of the county that receives payment. Payment for goods or services that cannot be associated with a location should be designated as "Statewide". The Service Location "Outside of Ohio" should only be used when goods or services are actually provided out of state. Below are some examples of transactions that do not fit neatly into one county service location.

Example	Example	Example
The "Area Agency on Aging" located in Lima serves a multi-county region using subsidy payments from several state agencies. The Service Location for transactions should be Allen County, where the office is located that receives the payment.	An agency contracts for software licenses for employees in eight different regional offices across the state. The Service Location for the transaction(s) is "Statewide".	A patient of a state institution is sent to Chicago, Illinois for specialized services, those transactions have a Service Location "Outside of Ohio".